

STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
NOTICE OF RULE WAIVER/MODIFICATION
PURSUANT TO EXECUTIVE ORDER NO. 103 (MURPHY)(MARCH 9, 2020)
COVID-19 STATE OF EMERGENCY

Temporary Rule **WAIVER/MODIFICATION OF N.J.A.C. 8:43I-4.9(c), Full Certification**

Date: **August 7, 2020**

Authority: N.J.S.A. App.A:9-45 & App. A:9-47; Executive Order No. 103 (Murphy)(“EO 103”)

Effective Date: **August 7, 2020**

Expiration Date: Concurrent with end of the COVID-19 public health emergency

This is an emergency adoption of a temporary rule waiver/modification of N.J.A.C. 8:43I-4.9(c), which sets the criminal background clearance requirements for individuals seeking certification or recertification as an assisted living administrator. Section 6 of EO 103, issued in response to the COVID-19 pandemic, authorizes agency heads to waive, modify or suspend any existing rule, where the enforcement of the rule would be detrimental to the public welfare during the emergency, notwithstanding the provisions of the Administrative Procedure Act or any law to the contrary. Pursuant to that authority, and with the approval of the Governor and in consultation with the State Director of Emergency Management, the Commissioner of the Department of Health is waiving its rules as follows:

In order to be certified as an assisted living administrator in New Jersey, the individual seeking certification must pass an exam administered by the Department of Health’s contractor, PSI Services LLC, and obtain criminal background clearance from the Department of Health. For individuals seeking to renew their assisted living administrator certifications, they must apply for their renewal through PSI Services and also obtain criminal background clearance from the Department. Under N.J.A.C. 8:43I-4.9(c), the criminal background clearance notification issued by the Department advising an individual that he or she is qualified for certification or recertification as an assisted living administrator is only valid for a period of 180 days from the date of issuance. Thus, individuals seeking initial assisted living administrator certifications must take and pass the assisted living administrator exam within 180 days of issuance of their criminal background clearance notifications in order to obtain certification. Individuals seeking assisted living administrator recertifications must apply for their renewals within 180 days of the date of their criminal background clearance notifications. If the individual does not obtain certification or recertification upon the expiration of the 180 days of the date of the criminal background clearance notification, then the individual must initiate the fingerprinting process again, which is paid for by the applicant.

As a result of the public health emergency caused by COVID-19, several health care-adjacent organizations throughout the State, including PSI Services, temporarily closed. Additionally, organizations that conduct and process fingerprinting services have either closed or significantly reduced their operating hours due to the public health emergency. As the number of confirmed COVID-19 cases as well as deaths and hospitalizations attributable to COVID-19 have decreased in recent weeks, these organizations have begun reopening their sites on a limited basis, although it remains unclear when they will be able to resume full operations.

Because of the temporary closure of PSI Services' sites during the public health emergency, assisted living administrators seeking renewals of their certifications were experiencing difficulty with obtaining their recertifications. As a result, the Department issued a waiver on March 26, 2020, which extended the expiration dates of any assisted living administrator certification scheduled to expire between March 1, 2020 and May 31, 2020 for 90 days from the date of expiration. While the certifications are extended, the expiration dates of the criminal background clearances remain at 180 days from the date of issuance. As such, assisted living administrators seeking to renew their licenses during the COVID-19 pandemic will likely have their criminal background clearances expire prior to obtaining their renewals.

Individuals seeking initial certification as an assisted living administrator during the COVID-19 pandemic are experiencing a similar fate as they are finding it difficult to sit for their exams due to PSI Services' limited operations. Consequently, these individuals are also facing the expiration of their criminal background clearances before they can obtain their certifications.

Due to the critical need for certified assisted living administrators during the ongoing public health emergency, the Department is modifying N.J.A.C. 8:43I-4.9(c) to extend the expiration date of criminal background clearance notifications issued by the Department from 180 to 270 days. This extension will not only facilitate the assisted living administrator certification and recertification process by preventing an undue delay that would be caused by repeating the fingerprint process but will also eliminate the costs that would be incurred by the assisted living administrator applicants for reprocessing their fingerprints. Accordingly, pursuant to this rule waiver/modification, criminal background clearance notifications issued to a certified assisted living administrator or assisted living administrator candidate between November 1, 2019 and March 31, 2020 are valid for a period of 270 days from the date of issuance of the notice of qualification. If full certification is not obtained by the 270th day following the issuance of the notice of qualification, the notice shall expire, and a new criminal history report must be obtained.

The remaining provisions set forth in N.J.A.C. 8:43I-4.9 shall remain in effect.

Full Text of the proposed modifications follows (additions indicated in boldface thus; deletions indicated in brackets [thus]):

N.J.A.C. 8:43I-4.9 – FULL CERTIFICATION

(a) A conditionally certified assisted living administrator will be granted full, unrestricted certification, upon:

1. Completion of an approved training program and passing the State written exam as required by N.J.A.C. 8:36-1.5(a)3i and ii; and
2. Receipt by the Department of the fingerprint supported criminal history record background check from both the Division of State Police and the Federal Bureau of Investigation indicating that either:
 - i. The person has no disqualifying convictions; or
 - ii. The person has disqualifying convictions, but the Department has issued a determination of rehabilitation in accordance with N.J.A.C. 8:43I-4.4.

(b) An assisted living administrator seeking to renew his or her certification will be issued a renewal authorization upon receipt by the Department of the fingerprint supported criminal history record background check from both the Division of State Police and the Federal Bureau

1. The person has no disqualifying convictions; or
2. The person has disqualifying convictions, but the Department has issued a determination of rehabilitation in accordance with N.J.A.C. 8:43I-4.4.

(c) Determinations that an individual is qualified for certification or recertification as an assisted living administrator are valid for a period of 180 days from the issuance of the qualification notice. If full certification is not obtained by the 180th day following the issuance of the notice of qualification, a new criminal history report must be obtained. The previous notice of qualification is deemed expired and invalid.

(d) Notwithstanding (c) above, criminal background clearance notifications issued to a certified assisted living administrator or assisted administrator candidate between November 1, 2019 and March 31, 2020 are valid for a period of 270 days from the issuance of the notice of qualification. If full certification is not obtained by the 270th day following the issuance of the notice of qualification, the notice shall expire, and a new criminal history report must be obtained.

I find that waiver/modification of the rule above is necessary because enforcement of the existing rule would be detrimental to the public welfare during this emergency.

August 7, 2020
DATE



**JUDITH M. PERSICILLI, RN, BSN, MA
COMMISSIONER
DEPARTMENT OF HEALTH**

